

Application for Full-time Student Annual Parking Permit (2026/27)
(For Outdoor Parking Only)

☐ Permit Renewal ☐ New Application ☐ Loss or Damage of Parking Permit ☐ Change of Vehicle*

Name of Applicant : _____ Student I/D No. : _____

Course : _____ E-mail : _____

Tel No : _____ (Home) _____ (Mobile Phone)

Correspondence Address : _____

Emergency Contact Person/Relationship/Tel No : _____

Driving License Expiry Date : _____

Vehicle Registration No: _____

Expiry Date of Vehicle Registration Document : _____

Name of Registered Owner(s) : (if not the applicant) _____

Registered Owner's Relationship with the Applicant : _____

(restricted to immediate family members only)

Justification for the Application of Parking Permit

1. Are you residing in the Students Hostels? ☐ Yes ☐ No

2. Which district do you live in? _____

3. Reason(s) for the Application

☐ With special physical needs

☐ Other, please specify: _____

I hereby apply for a parking permit and agree:

- to comply with all the provisions in the "Regulations Governing the Use of University Carpark and Campus Road" and "Rules Governing the Application of Parking Permit";
- to pay the non-refundable annual administration fee for the issuance of the permit by crossed cheque payable to 'Lingnan University' in the amount of \$ _____ upon submitting this application.
- that should I contravene any provisions stipulated in the "Regulations Governing the Use of University Carpark and Campus Road" and "Rules Governing the Application of Parking Permit", the University shall have the right to withdraw the permit issued to me without any refund or compensation.

Date

Signature of Applicant

Office Use	*Accept	*Reject
Permit No.	Cheque No :	
-----	Amount :	
-----	Receipt No :	
Access Card No -N/A-	Remarks :	
	Approved By :	

* Delete whereas appropriate

PERSONAL INFORMATION COLLECTION STATEMENT

1. The data provided in this form shall be released to the relevant units within the University for the purpose of carpark management, handling payments, and parking permit issuance.
2. Unless required by law, the data collected will not be disclosed to any third parties other than those specified above without your consent.
3. If the data provided is incomplete or inaccurate, we may not be able to process your application.
4. This form will be destroyed after 3 years.
5. You have a right of access and correction in respect of the data contained in this form under the Personal Data (Privacy) Ordinance. Please raise such request(s) to the Data Protection Officer of the Office of Campus Development and Management at ocdmdpo@LN.edu.hk.

Explanatory Notes

Please read the following guidelines carefully before filling in the application form.

- The non-refundable Annual Administration Fees and other associated charges for 2026/27 are as follows:

	Students
Private Car	HK\$600.00
Parking Hours	07:00 to 23:00 Daily
Replacement Cost for Lost / Damaged Parking Label	HK\$50.00
Standard Hourly Parking Fee* A discounted price for hourly rate at \$8 will be offered upon presenting a valid staff/student card/Lingnan University Credit Card	HK\$26.00
Permit Valid Period	1 September 2026 - 31 August 2027
Location of Parking Spaces	Outdoor Parking Only

- Application Method

For New Application, please submit the completed application form together with:

- a copy of the Vehicle Registration Document (both sides) for all vehicles covered by this application form.
- a cheque for settling the administration fee.
- if the Applicant is not the registered owner of the vehicle(s)
 - The original authorization letter(s) authorizing the Applicant to drive all vehicles covered by this application form;
 - The Applicants' valid driving license.

For Renewal, please submit completed application form together with:

- a copy of the Vehicle Registration Document (both sides) for all vehicles that has not been covered by the previous year's parking permit.
- a cheque for settling the administration fee.

- Limited parking permits will be issued for the academic year 2026/27. Priority will be given to students with special physical needs and other applicants who can provide strong justifications for their applications.
- Application forms shall be completed and returned, together with the required documents and the appropriate application fee made by crossed cheque, payable to '**Lingnan University**', to the Campus Support Office at Room SPG01, Indoor Sports Complex.
- It is the responsibility of the Applicant to renew his/her permit with the Office of Campus Development and Management. No reminder will be sent by the University.
- For further enquiries concerning the application of parking permit or the use of the University's carpark, please contact Campus Support Office at ext. 7134.